

RISEP Annual Report

<http://www.risep.usurf.usu.edu/>

RISEP is short for *Research Institute for Safe and Effective Programs*. It's a data collection and tracking system, maintained at USU, for reporting and analyzing school safety incidents throughout the year in the state of Utah. RISEP incident reports can be submitted to the online database anytime during the school year. The deadline for submitting the RISEP Annual Report is June 15.

Schools are required to report serious incidents to the RISEP database. RISEP's reporting functions can disaggregate data in a variety of ways, e.g., by the type of offense, individual students (including special education students) and teachers, administrative actions, frequency and locations, disciplinary types, referrals and outcomes. RISEP analyses can help schools identify areas of need.

Report an incident in the RISEP system if it results in suspension or expulsion. Report an incident if it is any one of the following (ordered from most serious to least serious):

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|--------------------------------------|----------------------------------|
| ✓ Criminal homicide | ✓ Arson |
| ✓ Aggravated assault | ✓ Threat/intimidation |
| ✓ Rape | ✓ Use or possession of drugs |
| ✓ Aggravated sexual assault | ✓ Sexual offenses (non forcible) |
| ✓ Forcible sexual abuse | ✓ Vandalism, weapon possession |
| ✓ Aggravated sexual abuse of a child | ✓ Alcohol violation |
| ✓ Robbery | ✓ Tobacco |
| ✓ Burglary | ✓ Trespassing |
| ✓ Theft | ✓ Fighting |
| ✓ Kidnapping | ✓ Disorderly conduct |

A complete explanation of the incident types noted above is available at <http://risep.usurf.usu.edu/Define.pdf>. Even if your school didn't experience any of these types of incidents, you must still complete the Annual Report.

The online reporting system requests the following information:

- ✓ Incident type
- ✓ Description of incident
- ✓ Time and location
- ✓ Number and identity of offenders
- ✓ Number and identity of victims
- ✓ Immediate disciplinary actions
- ✓ Long-term disciplinary actions

A complete incident report form can be previewed at http://risep.usurf.usu.edu/inc_form.pdf. Instructions for completing the incident report form can be previewed at <http://risep.usurf.usu.edu/Instruct.pdf>.

Every school must appoint a *Safe and Drug Free School Coordinator* (the principal/CAO or another staff person). To complete the Annual Report, the Coordinator must first set up their own RISEP account. Go to <http://risep.usurf.usu.edu/> and click on Log in to:. Then click on Register near the bottom of the next screen and work your way through the registration screens. Once completed, you will be able to click on Annual Report and begin the report process.

If your school has been reporting incidents throughout the year, many of the blanks on Part A of the Annual Report form can easily be filled in by clicking on the "Get data from database" button at the top of the page. The June 15th Annual Report must be completed, even if you have already entered all incidents during the year.

In order to enter incidents or view your school's RISEP data, you must complete additional steps. Instructions are available from the Coordinator's account login screen. Completing this process will allow your Coordinator to add, delete, or edit accounts for other school personnel.

Charter schools must submit the June 15th "school level data" report (the Part A report) and the August 1st "district level data" report (the Parts B-E report). They may be completed during the same input session.

When your report is complete, print a copy for your records. Also, you must print the District Annual Report Signature page and mail or fax a copy signed by your school's Safe and Drug Free School Coordinator to Vern Larsen at:

Utah State Office of Education
250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200
Fax: 801-538-7769

You can also contact Vern with questions or for technical support at (801) 538-7713 or vlarsen@usoe.k12.ut.us.

Margaret Lubke at USU is also available for technical support at mlubke@ksar.usu.edu. For suggestions about the RISEP website or to report problems, contact webmaster@www.risep.usu.edu or call toll-free 1-877-777-4737.

RISEP FAQs are located at <http://risep.usurf.usu.edu/faq>.